




## STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
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### Award Recommendation Letter

Date: November 15, 2011

To: Nicole Kenney, Deputy Commissioner   
Indiana Department of Administration

From: Molly Martin, Senior Account Manager  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 11-71,  
Solicitation for Food Services for the Indiana Law Enforcement Academy

**Estimated Amount of Two Year Contract: \$ 177,079.25**

*This amount is based on historical information with pricing proposed by the recommended vendor; actual spend will vary based on the actual purchases of the resulting contract.*

Based on the evaluation of our team, we recommend for selection **Mash Catering**, to begin contract negotiations to provide food services for the Indiana Law Enforcement Academy.

The evaluation team received proposals from two (2) vendors:

- Mash Catering
- Sodexo

The proposals were evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (30 points)
- Cost Proposal (-25 to +25 available points, with an additional 5 bonus points possible if certain criteria are met)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Woman-Owned Business Participation (10 points)

The proposals were evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

## **A. Adherence to Requirements**

The two proposals were reviewed for adherence to mandatory requirements. All of the respondents adhered to the mandatory requirements and were then evaluated based on their business proposal, technical proposal, and cost proposal.

## **B. Management Assessment/Quality**

### **Business Proposal**

For the business proposal evaluation, the team considered each respondent's ability to serve the state regarding the following sections of the business proposal: company structure, company financial information, and references.

### **Technical Proposal**

For the technical proposal evaluation, the team considered each respondent's proposal for their menu, daily operations, event management, account management, continuity of services, and greening the government.

The evaluation team's scores were based on a review of each respondent's proposed approach to each section of the technical proposal, Section 2.4, as well as specific questions that respondents were asked to respond to in the RFP and clarifications.

Results of the management assessment/quality evaluation are shown below:

**Table 1: Management Assessment/Quality Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (30 Max)</b>
Mash Catering	22.33
Sodexo	20.00

During the business and technical proposal evaluation, the evaluation team observed the following regarding each respondent, which supports the evaluation team's ultimate scoring of the respondents' proposals. This is not intended to be an exhaustive discussion of what the evaluation team considered, but attempts to highlight some of the primary considerations that led to the evaluation team's scores.

### **Mash Catering**

Mash Catering scored 22.33 out of the possible 30 qualitative points, receiving the highest MAQ score of all respondents. The team believed their proposal had many positive details in the menu, daily operations and management, and account management sections. The team thought Mash provided creative and innovative ideas to change the current operations at ILEA. Additionally, the team had direct experience with Mash Catering for special events at the ILEA and felt they provided exception service.

### **Sodexo**

Sodexo scored 20.00 out of the possible 30 qualitative points. Sodexo's business proposal proved to be much stronger than the other respondent and therefore they received more points for this section. Additionally, Sodexo provided acceptable responses to the menu plan, daily operations, and event management sections. However, the evaluation team was

concerned that Sodexo would continue current operations and not bring creative new ideas to the operations.

### C. Cost Proposal

Price is measured against the state's baseline cost for this scope of work. The cost that the state is currently paying will constitute the baseline cost. Cost scoring points will be assigned as follows:

- Respondents who meet the state's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the state's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the state's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the state's current baseline cost will receive all of the available cost points.
- If multiple respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the respondent proposing the lowest cost to the state.

All respondents were given an opportunity to improve their cost score through target pricing. The cost scores based on the final pricing provided are as follows:

**Table 2: Final Cost Scores**

RESPONDENT	COST SCORE (+25 to -25)
Mash Catering	-0.17
Sodexo	-25.00

**Table 3: Pre-Short List Scores**

RESPONDENT	MAQ SCORE (30 Max)	COST SCORE (+25 to -25)	TOTAL SCORE (55 Max)
Mash Catering	22.33	-0.17	22.16
Sodexo	20.00	-25.00	-5.00

Both respondents were deemed viable for contract award and moved forward to the final evaluation step – IDOA Indiana Economic Impact, Buy Indiana, and Minority and Woman-Owned Business Participation scoring.

### D. IDOA Scoring

IDOA scored the two respondents in the following areas – Buy Indiana (10 points), Indiana Economic Impact (15 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, and Minority and Women Business Participation information with the respondents. To ensure a fair and consistent evaluation, IDOA asked all respondents to use the baseline amounts list in the RFP as the total bid amount. Once the final

MWBE and IEI forms were received from respondents, the total scores out of 100 possible points were tabulated, and are as follows:

**Table 4: Final Overall Evaluation Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (30 Max)</b>	<b>COST SCORE (+25 to -25, 25 Max)</b>	<b>BUY INDIANA (10 Max)</b>	<b>IEI (15 Max)</b>	<b>MBE (10 Max)</b>	<b>WBE (10 Max)</b>	<b>TOTAL SCORE (105 Max)</b>
Mash Catering	22.33	-0.17	10.00	6.00	0.00	0.00	38.16
Sodexo	20.00	-25.00	10.00	15.00	0.00	10.00	30.00

### **Award Summary**

During the course of evaluation, the state scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the state. The team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of one (1) years from the date of contract execution. There may be three (3) one-year renewals for a total of four (4) years at the State's option.